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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
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C-A OPERATIONS PROCEDURES MANUAL

3.5 Emergency Procedures to be Implemented by the Main Control Room Operators or Collider-Accelerator Support Technicians

Text Pages 2 through 5

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

P. Ingrassia

3.5 Emergency Procedures to be Implemented by the Main Control Room Operators or Collider-Accelerator Support Technicians

1. Purpose

1.1 This procedure defines procedures to be implemented by the on-duty Main Control Room (MCR) Operators or Collider-Accelerator Support (CAS) Technicians if present in MCR, in the event of an emergency. The purpose of this procedure is to afford all possible assurance of the:

- 1.1.1 safety and well-being of personnel,
- 1.1.2 implementation of the appropriate emergency procedures,
- 1.1.3 notification of Fire/Rescue and other BNL personnel,
- 1.1.4 maintenance of an appropriate Collider-Accelerator emergency status,
- 1.1.5 preservation and protection of the environment,
- 1.1.6 preservation of government facilities and equipment.

2. Responsibilities

2.1 The MCR is the Collider-Accelerator Complex Communications Center in emergency situations, unless this is prevented by circumstances of the emergency. The MCR Operators or CAS Technicians are responsible for:

- 2.1.1 monitoring the various alarm systems in the MCR, and building 940
- 2.1.2 assessing all alarms (reported or otherwise),
- 2.1.3 alerting the appropriate BNL emergency response personnel,
- 2.1.4 maintaining an emergency status, unless directed otherwise by the Department Emergency Coordinator (DEC) or Incident Commander (IC),
- 2.1.5 Assisting in the generation of accurate records of all emergencies.

3. Prerequisites

3.1 MCR Operators and CAS Technicians must have:

- 3.1.1 Verified training in Reference 7.1.
- 3.1.2 Familiarity with the geography of the Collider-Accelerator Complex.
- 3.1.3 Familiarity with the BNL communications network, including telephones, pagers, and portable radios.

4. **Precautions**

Caution:

In order to prevent unnecessary injury or radiation exposure, the safety of personnel on location must be of paramount importance. The MCR Operator or CAS Technicians should take great care to not give instructions, or be misinterpreted as giving instructions which might place personnel in the way of physical harm.

5. **Procedures**

MCR Operators or CAS Technicians shall:

5.1 **Identify** the location of the emergency.

5.1.1 If the emergency results from, or is related to STAR or PHENIX alarm on the ADT display, THEN respond according to [C-A-OPM-ATT 3.5.a](#)

5.2 **Request** that traffic on AGS operating radio frequency F1 be reduced during the emergency.

5.3 **Transmit** the following message on radio frequency F1:

"Attention all units! This is the Main Control Room. An emergency situation exists in Building _____. Until further notice, reduce traffic on this frequency. All units change radio operating frequency to the Fire/Rescue Frequency"

Note:

The above message is an operator aid covered by [C-A-OPM 2.3](#) paragraph 2.5.6. Modification of this procedure requires notification of the MCR Group Head to see if changes are necessary to the Operator Aid.

5.3.1 Repeat the message.

5.4 **Monitor** all radio transmissions.

5.4.1 **Relay** messages or otherwise assist units in the field which are having communications problems.

- 5.4.2 Advise those making non-emergency transmissions to cease doing so.
- 5.5 MCR operators along with CAS technicians shall go to the emergency site if directed by DEC. Check to see that the (CAS) Collider-Accelerator Support Watch Supervisor is responding to act as Local Emergency Coordinator (LEC).
- 5.6 Perform below duties as appropriate:
- 5.6.1 Duties of DEC (i.e., in absence of DEC; see [C-A-OPM 3.1](#)), until relieved of this duty by DEC.
- 5.6.2 Duties of LEC (i.e., in absence of LEC; see [C-A-OPM 3.2](#)) until relieved of this duty by LEC.
- 5.7 Verify that the DEC, LEC, Radiological Control Technician (RCT) and other emergency response personnel are aware of the emergency, and have responded.
- 5.8 Clear the MCR of all nonessential personnel, if necessary.
- 5.9 Activate the evacuation alarm, if instructed to do so by either the DEC, LEC or Cryogenic Target Watch (CTW).
- 5.10 Make the following announcement from the red microphone on MCR-2 console, if the EVACUATION ALARM is activated:

"Attention, all personnel! This is the Main Control Room. There is an emergency condition in (specify the building). All non-emergency personnel must immediately evacuate all experimental area buildings, trailers and other facilities. Go to your assembly area"

Note:

The above message is an operator aid covered by [C-A-OPM 2.3](#) paragraph 2.5.6. Modification of this procedure requires notification of the MCR Group Head to see if changes are necessary to the Operator Aid.

- 5.10.1 Repeat the message,
- 5.11 Record pertinent activities and communications in the Operations Journal.
- 5.12 Assist others in their preparation of related reports.

- 5.13 At the conclusion of the emergency, transmit the following message on radio frequency F1.

“Attention all units. This is the Main Control Room. The Emergency situation has cleared. Resume normal transmissions” All units change radio operating frequency to the normal communications Frequency"

6. **Documentation**

- 6.1 MCR Operators shall complete and record the emergency events in the Operation Journal.

7. **References**

- 7.1 [C-A-OPM 3.0, "Local Emergency Plan for the Collider-Accelerator Department".](#)
- 7.2 [C-A-OPM 3.1, "Emergency Procedures to be Implemented by the Department Emergency Coordinator".](#)
- 7.3 [C-A-OPM 3.2, "Emergency Procedures to be Implemented by the Local Emergency Coordinator".](#)
- 7.4 [C-A-OPM 2.3, "Activities in Control Room".](#)

8. **Attachments**

- 8.1 [C-A-OPM 3.5.a “List of Alarms Requiring Immediate Main Control Room Response”](#)